



# Waterworks Business Operations Plan for Transient Noncommunity Waterworks in Virginia

Effective August 1, 2007



## WORKSHEETS BEGIN ON THE FOLLOWING PAGE

Owning and operating a public waterworks is a tremendous responsibility. In order to ensure that all public waterworks owners are aware of the seriousness and importance of their duties and obligations, the *Code of Virginia* has formalized the process for obtaining a waterworks operation permit, including submittal of a Waterworks Business Operations Plan. We have developed the worksheets that follow to meet this submittal requirement. The entire application process is designed to verify that all prospective owners have adequate technical, managerial, and financial capacity to reliably produce and deliver abundant, pure drinking water to consumers.

Technical capacity is seen in the physical elements of a waterworks – its water source and infrastructure – and in the knowledge and skill needed to properly operate the facility. Managerial capacity is evident in a waterworks' planning and organizational expertise. Financial capacity is marked by the waterworks' ability to generate sufficient revenue to meet operational, maintenance, or expansion costs.

The technical, managerial, and financial elements that constitute capacity are interdependent, and all three elements are essential for ensuring the viability of a public water supply. Strength or weakness in one element of capacity can in turn either reinforce or impair the other elements. For example, a waterworks that demonstrates strong financial capacity by effective budgeting is in turn able to make appropriate plans for future infrastructure maintenance.

The Waterworks Business Operations Plan is the main tool the Office of Drinking Water (ODW) uses to assess the financial capacity of prospective waterworks owners. If you are constructing a new waterworks, or purchasing an existing waterworks, you must submit a Waterworks Business Operations Plan if you are a potential first-time owner of a public waterworks in Virginia. Owners may also be required to develop a Waterworks Business Operations Plan during enforcement procedures, or when they apply to ODW financial and construction assistance programs.

If you currently own or have previously owned a Virginia waterworks, ODW will advise you if a Waterworks Business Operations Plan is required. Normally, those owners demonstrating a history of compliance will not be required to complete this step of the operation permit application.

Every waterworks can profit from thoughtful business planning, even if a Waterworks Business Operations Plan is not required to obtain an operation permit. Developing a business plan will help you understand the waterworks' infrastructure assets, evaluate staffing needs, establish an effective budget, and assist with long-range planning. A sound business plan will improve the technical, managerial, and financial capacity of your facility.

There is no fee for ODW to review and process your Permit Application or Waterworks Business Operations Plan. If you are unsure whether a Waterworks Business Operations Plan is required for your situation, contact the ODW Field Office for your region for more information. ODW Field Office locations and contact information are available at [www.vdh.virginia.gov/drinkingwater](http://www.vdh.virginia.gov/drinkingwater).

# Waterworks Business Operations Plan Worksheets for Transient Noncommunity Waterworks

Instructions: This form can be completed online, or a blank form can be printed to complete manually. If completing online, print, sign, and date the form before mailing or faxing to the Office of Drinking Water Field Office in your region. Retain a copy of the completed form for your records.

## Part 1 – System Management

Water System Name: \_\_\_\_\_ County: \_\_\_\_\_  
System is ☐ New or proposed public water supply ☐ Existing ☐ Existing with change of owner

Public Water Supply ID Number (PWSID): \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Operator: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Operator License No. (if applicable): \_\_\_\_\_ License expiration date: \_\_\_\_\_  
Type of facility ☐ Restaurant ☐ Campground ☐ Grocery/Convenience Store ☐ Hotel/Motel  
Other: \_\_\_\_\_

Population: \_\_\_\_\_ No. Employees: \_\_\_\_\_ Estimated No. Daily Customers: \_\_\_\_\_

Describe how water is/will be made available to the public: \_\_\_\_\_

## Part 2 – Water Supply Technical Criteria

No. of water supply sources \_\_\_\_\_  
Source type: ☐ Drilled well ☐ Bored/dug well ☐ Unknown Replacement cost: \$  
Pump type: ☐ Submersible ☐ Turbine ☐ Jet Replacement cost: \$  
Storage: ☐ Hydropneumatic ☐ Bladder ☐ Other: Replacement cost: \$  
Treatment type (if any): Replacement cost: \$  
Well lot (dimensions): \_\_\_\_\_ Dedication document available: ☐ Yes ☐ No  
Known contamination source(s) within 50 feet of well? ☐ Yes ☐ No  
If yes, describe: \_\_\_\_\_  
Underground storage tanks present: ☐ Yes ☐ No If yes, is tank fuel storage? ☐ Yes ☐ No  
Sewage disposal: ☐ Municipal ☐ Septic ☐ Package plant Other: \_\_\_\_\_  
Emergency contact phone number: \_\_\_\_\_  
Are emergency procedures in place if something happens to the water system? ☐ Yes ☐ No  
If "yes" please attach them to this form

### Part 3 – Monitoring and Reporting

- A. **Routine bacteriological samples** are to be collected and results reported to the Office of Drinking Water in accordance with an approved Bacteriological Sample Siting Report (BSSR)

Waterworks has an approved BSSR on file ☐ Yes ☐ No

BSSR approval date:

Monitoring period is ☐ quarterly ☐ monthly

No. of routine bacteriological samples required during each monitoring period:

No. of repeat samples due in same month period following a positive routine sample:

No. of samples required in next month following a positive routine sample

Monitoring periods in which routine samples will not be collected because of breaks in service (Applies to seasonally operated facilities only. Specify dates)

- B. **Nitrate samples** are to be collected from each entry point to the distribution system and results reported to the Office of Drinking Water annually.

- C. **MPN-raw water samples** are to be collected from each source and results reported to the Office of Drinking Water if disinfection treatment is provided.

MPN samples are required ☐ annually ☐ quarterly ☐ monthly ☐ not required

- D. **Operational reports** are to be submitted to the Office of Drinking Water by the 10<sup>th</sup> day of the month following the reporting period.

Reports are required: ☐ quarterly ☐ monthly ☐ not required because water is not metered or treated

Reports must include: ☐ water usage ☐ chemical usage ☐ pH measurements ☐ chlorine residual measurements

Other:

### Part 4 – Financial

This information is required to demonstrate the owner's awareness of and planning for the operation and maintenance of a public waterworks. Estimated annual expenses should be projected for six years

Waterworks Expenses	20	20	20	20	20	20
1. Sampling costs and lab fees						
2. Operator salary / Licensure fees						
3. Virginia Waterworks Operation Fee						
4. Treatment costs (chemicals, etc.)						
5. Utility costs (electrical, e.g.)						
6. Emergency fund for repair or replacement*						
7. All other waterworks related expenses						
TOTAL						

\*Reserve funds are recommended for Transient noncommunity waterworks but are not required

I request that financial information be maintained in confidentiality (not subject to Freedom of Information Act disclosures)

### Part 5 – Certification Statement

By signing below I hereby declare that the information provided above is true and accurate to the best of my knowledge, and that the estimate of annual waterworks expense appears as a line item in the overall business operating budget. If any information changes, I will notify the Office of Drinking Water in writing within 7 business days.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

ODW Office Use Only

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

WBOP ☐ Acceptable ☐ Not Acceptable